

## **CITY OF BURBANK**

### **AQUATIC PROGRAM COORDINATOR**

#### **DEFINITION**

Under direction, to be responsible for the operation of the City's pool facilities and aquatic program; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Plans and schedules the operation of the City's swimming pools; assigns, supervises, and evaluates the work of employees; assists in the recruitment, screening and selection of aquatic personnel; conducts in-service training and rescue drills for staff; ensures the daily monitoring by staff of pool revenue, attendance, accident and/or incidents, air and water temperature, chlorine and acid content, and promptly submits reports documenting these factors; watches for unsafe conditions or practices and recommends corrective actions; enforces departmental rules and regulations; plans, schedules, and coordinates diversified aquatic programs, including Red Cross swim instruction, contract classes, special events, lap swimming and the development of a swim and diving team; makes budget staffing and program recommendations; publicizes program; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - standard pool operation and management techniques; a pool filter system and water maintenance conditions.
- Ability to - practice standard pool operation and management techniques; plan and schedule pool programs and operations; supervise employees and direct the work of others; take remedial actions to prevent unsafe practices and conditions; establish and maintain effective working relationships with supervisors, fellow employees and the public.

**Education/Training:** Graduation from an accredited college with major work in recreation or closely related field and three seasons of experience as a Lifeguard and swim instructor. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

**License & Certificates:** At time of appointment: a current American Red Cross Water Safety Instructor's Certificate, a current American Red Cross Lifeguard certificate, and an American Red Cross Standard First Aid Certificate which meets Emergency Medical Service Authority requirements. A CPR Certificate is required within two weeks after appointment. A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** One season (320 hours) at the level of Senior Lifeguard or its equivalent.